

JOB DESCRIPTION

DEFINITION

The Library Director is responsible for the management and operation of the library and its program of services in accordance with policies established by the Board of Trustees. The position is directly accountable to the Library Board of Trustees.

RESPONSIBILITIES

ADMINISTRATIVE

- Attends all Library Board meetings.
- Implements policies established by the Library Board; recommends policies/policy changes to the Library Board.
- Develops and carries out the Library's plans of service.
- Develops long range plans as requested by the Library Board.
- Attends library meetings related to professional affiliations.
- Maintains a professional relationship with Superiorland Library Cooperative and the Library of Michigan.
- Informs the Library Board about developments in the library field.
- Maintains an awareness of Michigan Library Law, specifically the Michigan Library District Act, Michigan Public Act 164, Freedom of Information Act (FOIA), and Open Meetings Act (OMA).
- Performs related work under the supervision of the Library Board as needed.
- Appropriately applies knowledge of principles, practices, procedures and techniques of library science and administration.
- Oversees operation of all Library technology and equipment.
- Promotes and maintains relations with the Friends of the St. Ignace Public Library.

PERSONNEL

- Supervises all Library staff; conducts the hiring, performance evaluations, disciplinary, and separation from service procedures for all employees.

FINANCIAL

- Prepares the annual budget.
- Receives and expends the annual funds according to the budget.
- Prepares grant applications.

JOB QUALIFICATIONS

- Prior library management and supervisory experience required.
- A Bachelor's degree is desired.
- Ability to qualify for a level 3 Michigan Professional Librarian Certificate within 2 years.
- Ability to make administrative decisions, develop policies and supervise staff.

- Experience planning and implementing library programs at all levels.
- A strong working knowledge of library technology and trends.
- Demonstrated experience with budget and fiscal management.
- Ability to prepare reports and communicate clearly in written and oral form.
- Ability to exercise initiative and independent judgement.
- Ability to motivate and maintain effective working relationship with all library stakeholders.
- A desire to serve the public and provide excellent customer service.
- Ability to oversee routine building maintenance functions as required.
- Ability to lift at least 25 lbs and to stand for periods of time.

COLLECTION MANAGEMENT

- Oversees the selection, purchasing, processing and discarding of all print and non-print library materials and collections in accordance with the Library's Collection Development policy.
- Advises the Library Board on issues involving collection development, materials selection and individual titles.

FACILITIES MANAGEMENT

- Responsible for the maintenance, repair, and preservation of the Library's building and grounds.
- Develops written guidelines for the custodial maintenance of the buildings and grounds; prepares written agreements as needed.
- Insures that access and safety to the buildings and grounds are in compliance with all state/federal laws and regulations.

PUBLIC RELATIONS

- Serves as the primary Library representative to the community.
- Participates in a collaborative relationship with outside organizations.
- Attends community events as the Library representative.
- Interacts with community members and groups to develop support for the Library.
- Serves as the Library's representative to the media; develops all press releases to all media outlets as needed.

DIGITAL MEDIA STRATEGIST

- Responsible for planning, developing and implementing overall social media strategy in order to support and improve the Library's online presence and overall digital marketing efforts for library services.
- Responsible for planning, developing and implementing content on the library's website. Insures the Library website is ADA compliant, all pages and links are relevant and active,

- and user friendly.
- Maintains up-to-date knowledge of digital media engagement trends.

PROGRAMMING

- Develops programs based on community need.
- Oversees and implements library programs.
- Coordinates and schedules speakers/presenters.

WORKING CONDITIONS AND COMPENSATION

- Salary Range: \$37,500.00 – \$45,500.00 commensurate with experience.
- The position can include occasional evening and weekend hours.
- The position is full time with benefits including health insurance, vision, dental and life insurance, vacation and personal days, and a retirement plan

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position.